

FILE

14 March 1956

Chief, Records Management Staff

THRU :  
25X1A9a

OCR Vital Material Deposits

1. Yesterday, 13 March 1956, while at the repository, I noticed numerous stacks of IPI material which had been sent during the past two (2) weeks. These deposits were awaiting processing prior to coding and filing.

2. A few examples of deposits which puzzled me were as follows:

25X1A7b  
1. [REDACTED] for USSR and Eastern Europe. There were only two (2) copies, one dated 13 Feb. and the other 6 March 1956.

25X1A7b  
2. [REDACTED] Propaganda Report. There were only two (2) copies, one dated 8 Feb. the other 23 Feb 1956.

3. Department of State Memorandum of Conversation. There were five (5) of these, each containing a "D" number which would indicate that these duplicate filmed documents already deposited as part of the Library Microfilm Project.

3. It would appear that if these above items are part of the IPI they should be covered completely rather than spasmodic coverage. In addition to this, there was detected a duplicate copy of a Navy Publication, "U. S. Warships". One had previously been deposited by OCR.

25X1A7b

4. On inspection of the repository files it was determined that the only other [REDACTED] were those dated from 17 August through 16 September 1955. These were complete for all daily reports during this period.

5. Previous to the inception of the IPI collection a retention period of thirty (30) days was levied by ONE, the only office that requested this publication be deposited. At the present time there is not a retention period for [REDACTED] materials or any of the voluminous IPI collection.

25X1A7b

~~SECRET~~

6. An inspection of the OCE Top Secret Intellexed document collection, disclosed duplication of NIE and SNIE drafts as well as IAC materials. This duplication results from the fact that ONE is responsible for depositing all NIE, SNIE and IAC materials exclusive of the finished reports.

25X1A9a

25X1A9a  
25X1A7b

7. On 15 March I met with Mr. [REDACTED] and discussed the above. Mr. [REDACTED] stated that he would check into the depositing of [REDACTED] reports. He felt that the four copies mentioned may contain specific information and justified depositing.

8. The five copies of Department of State Memoranda of Conversation were deposited in error. They were filmed previously and deposited as part of the Library film project. He said he would issue instructions that would preclude the depositing of hard copy of "D" numbered documents in the future.

25X1A9a

25X1A9a

9. Mr. [REDACTED] and I discussed with Mr. [REDACTED], TSCO, the present duplication in the depositing of drafts to NIE's, SNIE's and finished IAC materials, of a Top Secret classification. When I informed Mr. [REDACTED] that the current deposit schedule of ONE includes the responsibility for depositing these materials, he was agreeable to excepting these from his deposits. I intend to discuss this with Mr. [REDACTED] on my next trip to the repository.

25X1A9a

25X1A9a

~~SECRET~~